

## ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

VOL. 3 NO. 17

DECEMBER 1982

### BLOCK STATISTIC MAPS

All the Block Statistic Reports that were issued by Census have been distributed to the Depository Libraries. However, the maps that should have accompanied the Reports have not yet been filmed. GPO had a problem awarding the contract to have the maps converted to microfiche. The contract was to be awarded in July, 1982, but one of the bidders lodged a protest and nothing can be done until the General Accounting Office decides the issue. GPO cannot make any comments or estimates on the delivery of the maps other than they will eventually be converted to microfiche and distributed.

GPO is monitoring the General Accounting Office's progress in this matter, and is prepared to resume efforts when a decision is issued. Libraries that are in desperate need of the maps can purchase them by submitting their order to Superintendent of Documents. Libraries will be notified when an estimated delivery date is set.

### CLAIMS

The Library Division has received a considerable number of written inquiries concerning claims, when a properly completed shipping list/claim form would have been easier and faster for the library as well as for GPO. After conversing with several of the Depository Librarians we feel a repetition of the "Instructions to Depository Libraries for Using Combined Shipping List/Claim Form" is long overdue. Please read the following instructions and have all librarians, technicians and clerks concerned with Depository Library claims read and follow the instructions listed below:

- INSTRUCTIONS TO DEPOSITORY LIBRARIES FOR  
USING COMBINED SHIPPING LIST/CLAIM FORM

(All claims for nonreceipt of publications listed on a Shipping List and selected by your Depository Library should be claimed in the following manner.)

1. Claims for nonreceipt of publications must be postmarked within 60 calendar days of receipt of the shipment. Claims postmarked later than 60 days will not be honored.
2. Please indicate title(s) being claimed by circling item number(s) and classification number(s).
3. Signature of librarian authorizing claim should appear on the line provided just above the mailing label.
4. On the return mailing label, clearly print or type the Depository Library number, the Shipping List number, and the Library name and address.
5. Please do not list any missing items on the return label.

6. Please do not use the return mailing label for any purpose other than claims.
7. Forward a copy of the Shipping List from which the titles are being claimed to the address listed on the bottom of the Shipping List.
8. Please make and retain a copy of the Shipping List from which you are claiming.

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#### DISTRIBUTION OF BASIC MANUALS AND THEIR UPDATES

Publications issued in the form of a basic manual with periodic updates (i.e. HE 22.8/2:, Medicare Hospital Manual, item 512-A-21) present a peculiar problem in distribution. Often the basic manual will already have been printed when we survey. Of course, the required distribution is not known until the survey is completed, and until we have an established count we are required to order only two copies.

Thus, copies of the basic manual may not be made available to the Depository Libraries until the department issues a consolidated reprint. Meanwhile, transmittal sheets will be sent to the Depository Libraries whether the basic manual has been sent or not. It is suggested that in cases where no basic manual will be available through the Depository Library Program an effort be made on the part of each Depository Library to purchase some of the basic manuals from the Superintendent of Documents. Unavailability of the basic manual will be mentioned in the survey annotations.

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#### DEFECTIVE NAME AUTHORITIES

The Name Authorities, Cumulative Microform Edition 1977-March 1982, Library of Congress, which was distributed on shipping list 444-M, dated September 16, 1982, is defective. A substantial amount of information was omitted between fiche numbers 232 and 233. Since the Library of Congress would not be able to reissue a corrected microfiche set before the June, 1982 edition will be distributed, they suggest that you retain your copy of the prior edition of the Name Authorities Cumulative Microform Edition until the June, 1982 edition is distributed. Because of this defect in the March, 1982 edition, the June, 1982 edition will be sent out on a priority basis.

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#### CLASSIFICATION MAIL

The Government Printing Office, Library Division receives mail every time a mistake is made, especially if the SuDocs Classification Number is wrong. Responding to a deluge of individual letters is quite time-consuming and thereby impedes the efforts of GPO to promptly notify the overall depository community.

Wait for approximately one month before notifying us about an incorrect class number on a Shipping List. GPO will try to send weekly correction sheets on Shipping Lists.

In this way, we will have more time available to correct our mistakes and, therefore, we will be able to notify you more quickly. Please consider holding your corrections for a one-month period after the receipt date you stamp on the Shipping List. (This will give us one week to address the problem, make the correction, create the list and two weeks for it to reach you.)

With your cooperation GPO can notify the entire library community with less delay.

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SPECIAL NOTICE

UNITED STATES CONGRESSIONAL SERIAL SET FOR 96TH CONGRESS IN MICROFICHE

On a separate attachment to the May 1982 issue of Administrative Notes, we announced a "special offer" of the bound United States Congressional Serial Set for the entire 96th Congress on microfiche. The offer was made in order to compensate for the gaps which many libraries have in their microfiche set of the 96th Congress reports.

The Joint Committee on Printing requested that GPO not convert the bound Serial Set volumes to microfiche and not offer this microfiche to the Depository Libraries. Instead, we will duplicate the reports in the original format which consists of only one report per fiche.

On this basis, all libraries that responded to the "special offer" should resubmit a request for those titles they are missing from the complete set of House and Senate Reports for the 1st session 96th Congress in the original microfiche format instead of the microfiched bound volume. Please list the missing titles by report number and send the request to:

Government Printing Office  
Congressional Serial Set 96-1 (SLLA)  
5236 Eisenhower Avenue  
Alexandria Va 22304

The 2nd session of the 96th Congress was sent out by GPO with no gaps and should not be claimed. Dividers and a separate fiche containing the Title Page and/or Table of Contents and the original microfiche report or document will be mailed at a future date.

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SURVEY SHIPPING LIST FORMAT

GPO has changed survey shipping list formats beginning with Survey 82-35: annotations will continue to appear on the item cards, but no longer on the survey shipping lists. The number of items on a single survey also is being increased.

GPO is eliminating the duplicate typing of annotations on survey shipping lists, to enable our staff to apply their efforts to other important work. The item cards will continue to provide you with all the information you currently receive.

Please notify all concerned in your library of this change.

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## MISSING BIENNIAL REPORTS

Depository Library response to the AD NOTE for September (Volume 3, Number 14) netted 36 missing Biennial Reports. However, there are still some libraries whose Reports have not been received. Please check the list below. If it happens that your library number is on the list, please send us your Report (or a photocopy). If you need a new Report form to fill out, drop a note to: Dan MacGilvray, Administrative Librarian, GPO, Library Division, 5236 Eisenhower Avenue, Alexandria, Va 22304.

0003	0069A	0145	0360	0457A	0594	0674
0009B	0077A	0164	0370A	0460A	0596	1000
0018A	0079A	0194	0372	0469	0597B	1002
0022A	0080A	0224B	0377B	0471A	0608	1015
0044A	0088A	0229A	0380	0481A	0617A	1034
0046C	0092	0261A	0386A	0489	0629	1037
0059B	0094	0269	0409A	0533	0640A	1047
0060A	0102B	0270A	0412A	0549A	0650	1049
0062A	0109A	0308	0434	0550A	0654	
0066C	0129A	0308A	0443A	0558	0657A	
0067	0136	0342A	0445B	0572	0667A	

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## SLIP OPINION 81-5321

If you are on the distribution list for item number 740-A, you received two copies of slip opinion 81-5321, dated July 2, 1982, and classed Ju 6.8/b:981/81-5321. After contacting the agency, we were informed that the corrected copy has a footnote on the bottom of the last page, please check both slip opinions. The two shipping lists numbers involved are 17,280 distributed on August 18, 1982 and 17,399, distributed on October 13, 1982.

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## REGIONAL DEPOSITORY LIBRARIANS

With this issue of ADMINISTRATIVE NOTES is a current list of Regional Depository Librarians. We try to keep this up-to-date. In the event of changes of persons, addresses, or phone numbers, please drop a note to:

U.S. Government Printing Office  
Chief, Library Division  
5236 Eisenhower Avenue  
Alexandria, VA 22304

REGIONAL DEPOSITORY LIBRARIANS

Ms. Barbara W. Dekle  
Head of Public Services  
Auburn University at Montgomery  
Montgomery, Alabama 36193  
(205) 279-9110, ext. 253

Ms. Sarah B. Reeves  
Documents Librarian  
Reference Department, Drawer S  
University of Alabama Libraries  
University, Alabama 35486  
(205) 348-7369

Ms. Sally Hronek  
Federal Documents Librarian  
Department of Library, Archives  
and Public Records  
State Capitol - 3rd Floor  
Phoenix, Arizona 85007  
(602) 255-4121

Ms. Cynthia E. Bower  
Head Documents Librarian  
University of Arizona Library  
Tucson, Arizona 85721  
(602) 626-5233

Mr. John A. McGeachy  
Coordinator for Documents Services  
Documents Services Section  
One Capitol Mall  
Little Rock, Arkansas 72201  
(501) 371-2326

Mr. Richard Nicoles  
Documents Librarian  
Government Publications Service  
California State Library  
Post Office Box 2037  
Sacramento, California 95809  
(916) 322-4572

Ms. Catharine J. Reynolds  
Head, Government Publications Library  
University of Colorado Library  
Campus Box 184  
Boulder, Colorado 80309  
(303) 492-8834

Mr. Robert Shaklee  
Department Manager  
Government Publications Department  
Denver Public Library  
1357 Broadway  
Denver, Colorado 80203  
(303) 571-2131

Mr. Barry Woods  
Supervisor of General Reference  
and Government Documents  
Connecticut State Library  
231 Capitol Avenue  
Hartford, Connecticut 06106  
(203) 566-7029

Ms. Sally A. Cravens  
Head, Documents Department  
Library West  
University of Florida Libraries  
Gainesville, Florida 32611  
(904) 392-0367

Ms. Sandra McAninch  
Head, Government Reference Department  
Documents Section  
University of Georgia Libraries  
Athens, Georgia 30602  
(404) 542-8951

Mrs. Patricia Shelden  
Head, Government Documents,  
Maps and Microforms  
University of Hawaii Library  
2550 The Mall  
Honolulu, Hawaii 96822  
(808) 948-8230

Mr. Dennis W. Baird  
Social Science Librarian  
Documents Sections  
University of Idaho Libraries  
Moscow, Idaho 83843  
(208) 885-6344

Ms. Janet S. Lyons  
Federal Documents Coordinator  
Illinois State Library  
Centennial Building  
Springfield, Illinois 62506  
(217) 782-7612

REGIONAL DEPOSITORY LIBRARIANS (continued)

Ms. Doris Flora  
Serials and Documents Librarian  
Indiana State Library  
140 North Senate Avenue  
Indianapolis, Indiana 46204  
(317) 232-3686

Mrs. Carolyn W. Kohler  
Head, Government Publications Department  
University of Iowa Libraries  
Iowa City, Iowa 52242  
(319) 353-3318

Ms. Marion Howey  
Documents Librarian  
University of Kansas Libraries  
Lawrence, Kansas 66045  
(913) 864-4662

Ms. Janis G. Trebby  
Head, Government Publications Department  
University of Kentucky Libraries  
Lexington, Kentucky 40506-0039  
(606) 257-3139

Mr. Jimmie H. Hoover  
Head, Business Administration and  
Government Documents Department  
Middleton Library  
Louisiana State University  
Baton Rouge, Louisiana 70803-3300  
(504) 388-2570

Mr. Stephen Henson  
Documents Librarian  
Prescott Memorial Library  
Louisiana Tech University  
Ruston, Louisiana 71272  
(318) 257-4962

Mr. Francis R. Wihbey  
Head, Government Document Depository  
Raymond H. Fogler Library  
University of Maine  
Orono, Maine 04469  
(207) 581-1680

Dr. LeRoy Schwarzkopf  
Head, Documents/Maps Room  
McKeldin Library  
University of Maryland  
College Park, Maryland 20742  
(301) 454-3034/5250

Mr. V. Lloyd Jameson  
Coordinator for Government  
Documents, Microtext and Newspapers  
Boston Public Library  
Boston, Massachusetts 02117  
(617) 536-5400, ext. 226

Mr. Paul W. Thurston  
Documents Specialist  
Detroit Public Library  
5201 Woodward Avenue  
Detroit, Michigan 48202  
(313) 833-1409

Ms. F. Anne Diamond  
Unit Head, Government Documents  
Michigan State Library  
Post Office Box 30007  
Lansing, Michigan 48906  
(517) 373-0640

Mr. William R. LaBissoniere  
Head, Government Publications Library  
409 Wilson Library  
University of Minnesota  
Minneapolis, Minnesota 55455  
(612) 373-7870

Dr. Annie E. Mills  
Documents Librarian  
Documents Department  
University of Mississippi Library  
University, Mississippi 38677  
(601) 232-7091, ext. 7

Mr. Dennis L. Richards  
Documents Librarian  
Documents Division  
Maurene and Mike Mansfield Library  
University of Montana  
Missoula, Montana 59812  
(406) 243-6700

Ms. Patricia Sloan  
Federal Documents Librarian  
Nebraska Library Commission  
1420 P Street  
Lincoln, Nebraska 68508  
(402) 471-2045

REGIONAL DEPOSITORY LIBRARIANS (continued)

Mr. Steven D. Zink  
Head, Government Publications Department  
University of Nevada Library  
Reno, Nevada 89557  
(702) 784-6579

Mr. George Hawley  
Principal Librarian  
U.S. Documents Division  
Newark Public Library  
5 Washington Street  
Newark, New Jersey 07101-0630  
(201) 733-7812

Ms. Teresa Marquez  
Acting Head, Government Publications  
and Maps Department  
Zimmerman Library  
University of New Mexico  
Albuquerque, New Mexico 87131  
(505) 277-5441

Ms. Sandra K. Faull  
Documents Librarian  
New Mexico State Library  
325 Don Gaspar Avenue  
Santa Fe, New Mexico 87501  
(505) 827-2033

Mr. Henry Ilnicki  
Head, Gift and Exchange Section  
New York State Library  
Albany, New York 12230  
(518) 474-5953

Mr. Ridley R. Kessler, Jr.  
Federal Documents Librarian  
BA/SS Division-Documents  
Wilson Library 024A  
University of North Carolina  
Chapel Hill, North Carolina 27514  
(919) 966-5530

Ms. Kathryn Hollenhorst  
Regional Depository Librarian  
Federal Documents Office  
North Dakota State University Library  
Fargo, North Dakota 58105  
(701) 237-7008

Ms. Mary Scott  
Documents Bibliographer  
Documents Department  
Chester Fritz Library  
University of North Dakota  
Grand Forks, North Dakota 58202  
(701) 777-2617

Mr. Clyde W. Hordusky  
Documents Specialist  
Documents Section  
State Library of Ohio  
65 South Front Street  
Columbus, Ohio 43215  
(614) 462-7051

Ms. Virginia Collier  
Head, U.S. Government  
Documents Division  
Oklahoma Department of Libraries  
200 North East 18th Street  
Oklahoma City, Oklahoma 73105  
(405) 521-2502

Mrs. Vicki W. Phillips  
Head, Documents Department  
Oklahoma State University Library  
Stillwater, Oklahoma 74078  
(405) 624-6546

Ms. Gwen Newborg  
Documents Librarian  
Portland State University Library  
Post Office Box 1151  
Portland, Oregon 97207  
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Mr. John E. Geschwindt  
Section Head, Government Publications  
State Library of Pennsylvania  
Post Office Box 1601  
Harrisburg, Pennsylvania 17126  
(717) 787-3752

Miss Bonnie Grobar  
Head, Reference/Documents Unit  
Public Services Department  
Texas State Library  
Post Office Box 12927  
Capitol Station  
Austin, Texas 78711  
(512) 475-2996

REGIONAL DEPOSITORY LIBRARIANS (continued)

Ms. Mary Ann Higdon  
Documents Librarian  
Documents Department  
Texas Tech University Library  
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(806) 742-2268

Mr. Jerome B. Frobom  
Head, Government Publications Depository  
Wyoming State Library  
Supreme Court Building  
Cheyenne, Wyoming 82002  
(307) 777-6344

Mr. Karlo K. Mustonen  
Regional Federal Depository Librarian  
Documents Department  
Merrill Library and Learning  
Resources Program UMC 30  
Logan, Utah 84332  
(801) 750-2682

Mr. Walter L. Newsome  
Documents Librarian  
Government Documents  
Alderman Library  
University of Virginia  
Charlottesville, Virginia 22901  
(804) 924-3133

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Documents Librarian  
Documents Section  
Washington State Library  
Olympia, Washington 98504  
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Reference Librarian  
Government Documents Section  
West Virginia University Library  
Morgantown, West Virginia 26506  
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Government Publications Librarian  
Memorial Library  
State Historical Society of Wisconsin  
816 State Street  
Madison, Wisconsin 53706  
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Ms. Virginia Schwartz  
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Documents Division  
Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233  
(414) 278-3065